

# Encoded Archival Standards: A Primer

**Betts Coup**

Society of American Archivists Encoded Archival Standards Steering Committee 2020-2021 Co-Chair

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# **An overview of encoded archival standards**

- Encoded Archival Description (EAD)
- Encoded Archival Context - Corporate Bodies, Persons and Families (EAC-CPF)

# **Why do we have encoded archival standards?**

- Provide a consistent, structured way to share information that can be understood across systems
- Descriptive documents created in a standardized way allows for collaborative, collective resources that can enhance access to archival resources and decrease duplication of effort
- Aggregate metadata at local, state, regional, national and international levels
- Allow archivists to share expertise and tool development

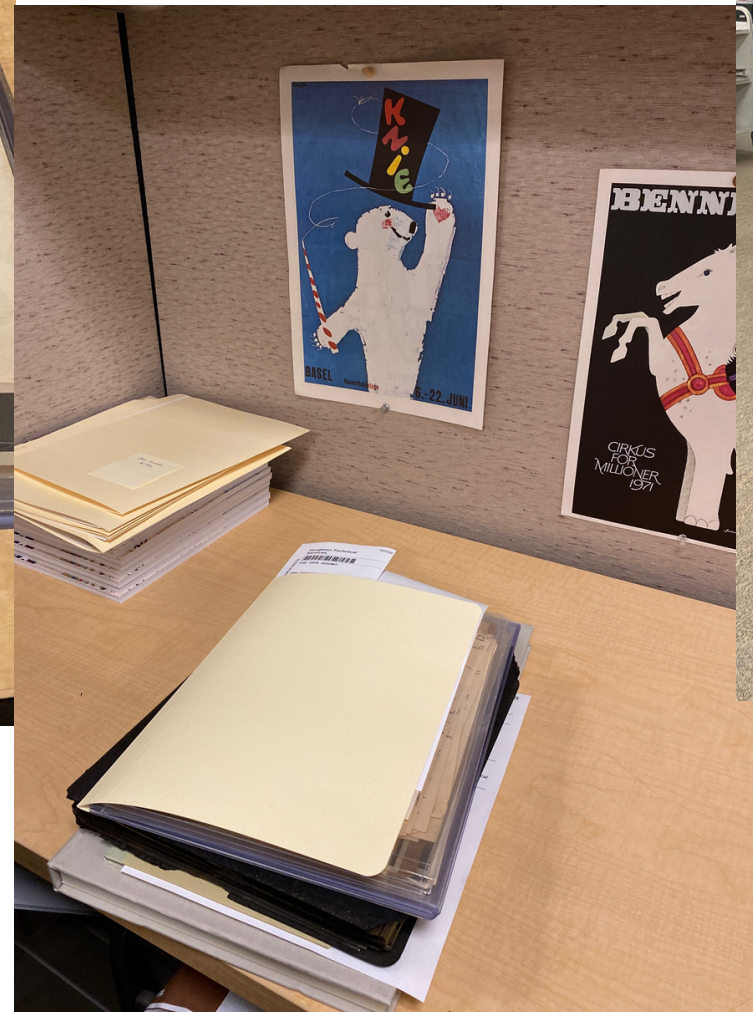
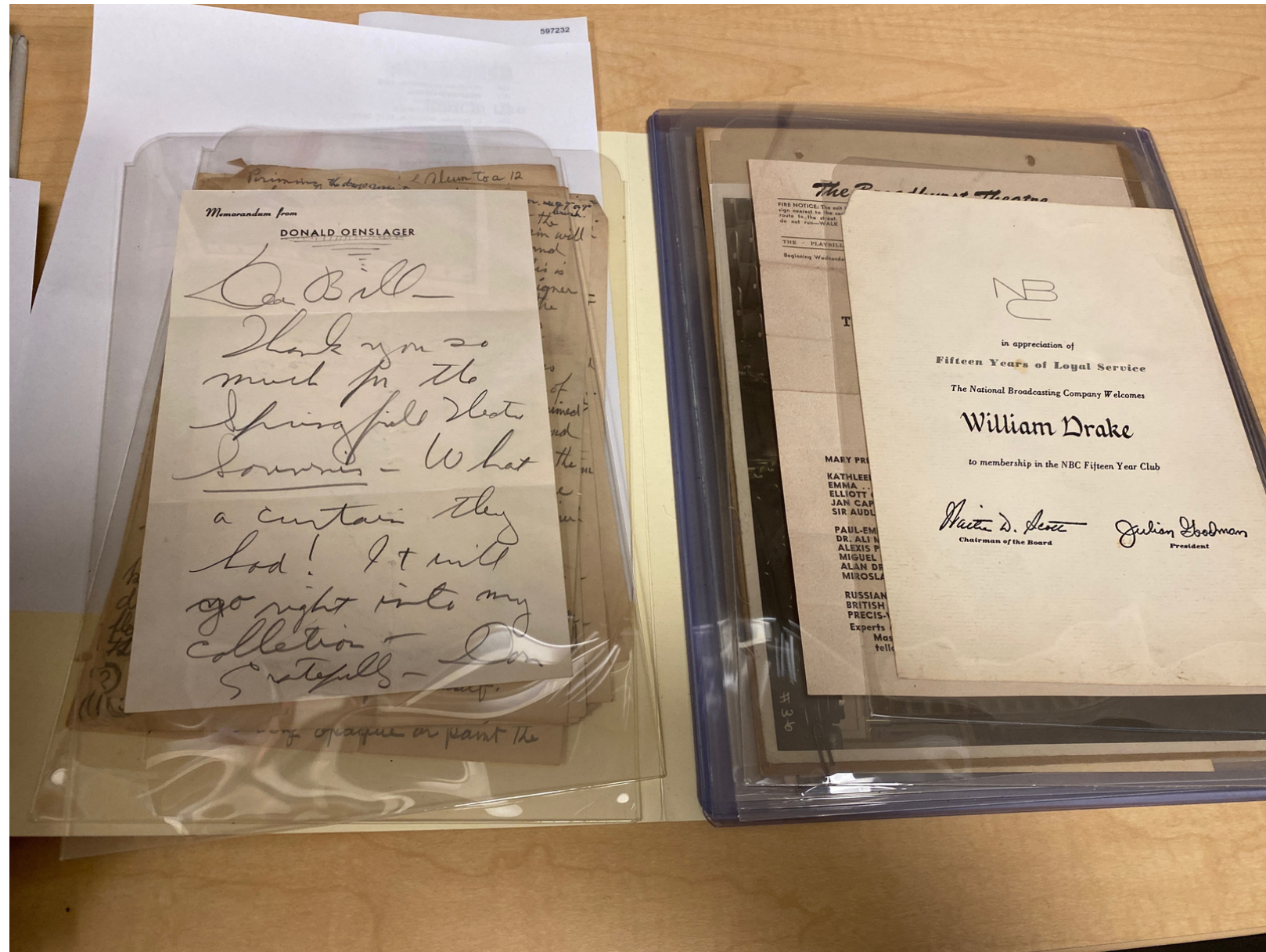
# About encoded archival standards

- Open and non-proprietary
- Maintained by an international community of archivists and cultural heritage professionals
- Structured and expressed using eXtensible Markup Language (XML)

```
      xlink:href="http://nrs.harvard.edu/urn-3:HUL.OIS:fas_shield" xlink:show="embed"
      xlink:type="simple"/></p>
<p><date>November 16, 2018</date></p>
<address>
  <addressline>Harvard Yard</addressline>
  <addressline>Harvard University</addressline>
  <addressline>Cambridge, MA 02138</addressline>
  <addressline>Houghton_Library@harvard.edu</addressline>
  <addressline>URL: <extptr xlink:href="http://nrs.harvard.edu/urn-3:hul.ois:HOU"
    xlink:show="new" xlink:title="http://nrs.harvard.edu/urn-3:hul.ois:HOU"
    xlink:type="simple"/></addressline>
</address>
</publicationstmt>
</filedesc>
<profiledesc>
  <creation>This finding aid was produced using ArchivesSpace on <date>2018-11-16 22:15:55
    -0500</date>.</creation>
  <language>Finding aid written in English.</language>
  <desrules>Describing Archives: A Content Standard</desrules>
</profiledesc>
</eadheader>
<archdesc level="collection">
  <did>
    <langmaterial>
      <language langcode="eng">English</language>
    </langmaterial>
```



# Archival records





# EAD and descriptive guidelines

- EAD is closely aligned to the principles and practices of archival description that are reflected in the General International Standard for Archival Description (ISAD-G), which is maintained by the International Council on Archives (ICA).
- As well as any national standards that are ISAD-G compliant, such as Describing Archives: A Content Standard (DACS) and Rules for Archival Description (RAD), among others

# EAD and finding aids

78	10	Black-and-white photographs 1 item Includes postcards; photocopies of photographs; letter to Ingeborg from Sauer.
box	folder	
201	3	Color slides 10 items
box		
223		Photograph album 1 item 49 black-and-white photographs adhered to album pages. Photographs by C. Ruf, Zürich.
box		
3793		

[illegible]

Restricted due to

Uvachrom Aktiengesellschaft für Farbenphotographie: Glass negatives

**Series IV.E. Slide carousels, 1997, undated 1.5 Linear Feet (8 boxes)**

This subseries contains approximately 2,350 commercial and non-commercial slides of various artists' work and topical subjects. They were originally stored in slide carousels but have been re-housed for conservation purposes. The topics in the container list below are based on the original labels on the carousel containers. Such topics include: Fauvism, Cubism, Surrealism, Impressionism, Neo-Impressionism and artists Pierre Bonnard, Paul Cézanne, Salvador Dalí, Jacques-Louis David, Edgar Degas, Eugène Delacroix, Max Ernst, Jean-Auguste-Dominique Ingres, Alfred Jarry, Vassily Kandinsky, Edouard Manet, Jean-François Millet, Camille Pissarro, and Henri de Toulouse-Lautrec.

Arrangement note

The slides are arranged in Szeemann's original alphabetical order by artist and topic with assorted slides at the end.

Artists, undated

Assorted artists A-Z

Files C-Z contain an alphabetized artist list.

Folder	Files C-E contain
1	A-B 59 items
2	C-E 50 items
3	F-G 10 items

- Overview
- Address/View Mode
- Image & Content
- Personalization
- Information
- Access & Use



- V. Interviews of Gore Vidal
- VI. Biographical and family papers
- VII. Business and financial records
- VIII. Compositions by others
- IX. Clippings
- X. Images
- XI. Audiovisual materials
- XII. Other papers

**Overview**

<b>Title:</b>	American Society for Cell Biology records
<b>Call number:</b>	C6103
<b>Creator:</b>	American Society for Cell Biology
<b>Dates:</b>	1958-1992
<b>Size:</b>	75 boxes, 25 linear feet
<b>Language:</b>	eng
<b>Abstract:</b>	Files documenting the origins of the American Society for Cell Biology (ASCB). Significant growth in membership and funding opportunities, the opening of International Office and to work for promoting both education and research in the field of cell biology. Contains correspondence, meeting minutes, agendas, chair's, accounting and membership. Of particular interest is correspondence involving the proposed merger between ASCB and the Society for Developmental Biology. Documents relating to the Society's published journal of Cell Biology, records and grant proposals pertaining to customer study at the Marine Biological Laboratory/Stanley Hall, and files documenting the Museum of Cell Biology/Cellstream. Only collection containing administrative records that have not been fully incorporated.
<b>Subjects:</b>	American Society for Cell Biology records, Center for Biological Sciences Archives, Collection of Special Collections University of Maryland, Baltimore County-Baltimore, MD.

### Administrative/Biographical Note

The American Society for Cell Biology was organized in 1962 when a group of cell biologists, headed by Keith R. Porter, met on January 30-31 and on May 29-31 to explore the desirability of founding a new society and beginning the organizational process. This move had been suggested by two organized groups, the Tissue Culture Association and the Cell Biology Study Section of the Public Health Service, and by a number of individual cell biologists. On March 12, 1961, a provisional Executive Committee

COLLECTION OVERVIEW

COLLECTION INVENTORY

DIGITAL MATERIAL (6)

## Overview

Contains papers of American author Gore Vidal (1925-2012), including literary manuscripts, correspondence, political papers, legal and business records, photographs, family papers and mementors, and other material. Also includes papers of his companion, Howard Austen (1929-2003).

## Dates

- 1850-2010
- Majority of material found within 1936-2008

## Language of Materials

Collection materials primarily in English. Also includes materials in French, German, Italian, and Spanish.

## Physical Description

Extent is approximate.

## Conditions Governing Access

Most of this collection is open for research.

A portion of this collection is shelved offsite at the Harvard Depository. Retrieval requires advance notice. Readers should check with Houghton Public Services staff to determine what material is offsite and retrieval policies and times.

A portion of this collection is restricted for legal or university policy reasons. Item 3357: available 2032 January 1. Item 3373: available 2034 January 1. Some items were formerly restricted, see below for details.

## Extent

421.9 linear feet (463 boxes, cartons, and film reels)  
332.713 Gigabytes (9 floppy disks, 26 CDs, and 37 DVDs)

[EXPAND ALL](#)

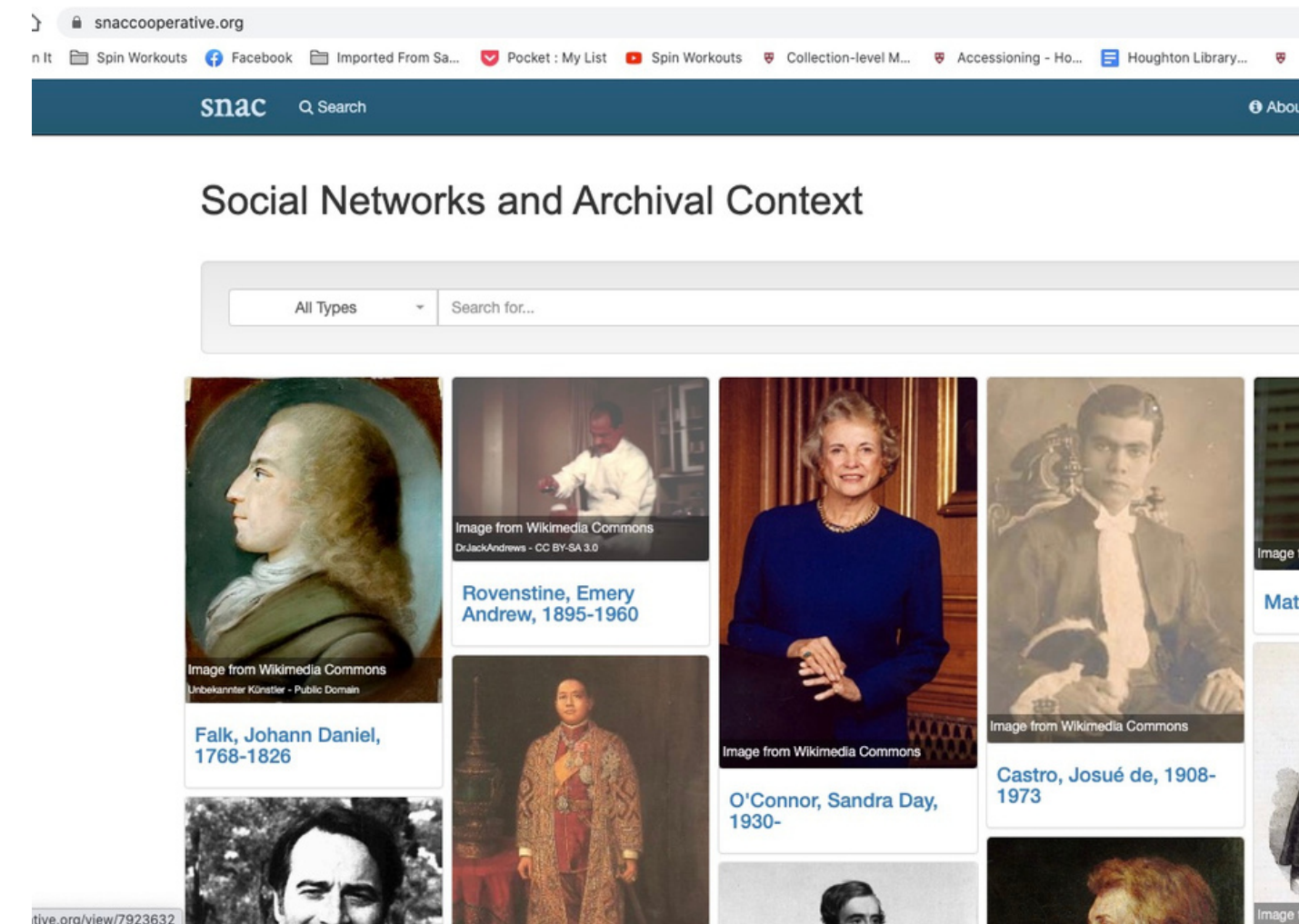
[SCOPE AND CONTENTS ►](#)

[ADDITIONAL DESCRIPTION ►](#)

[SUBJECTS ►](#)

# EAC-CPF

- Describes persons, corporate bodies, and families related to archival materials
- Technical representation of the International Standard on Archival Authority Records (ISAAR-CPF).

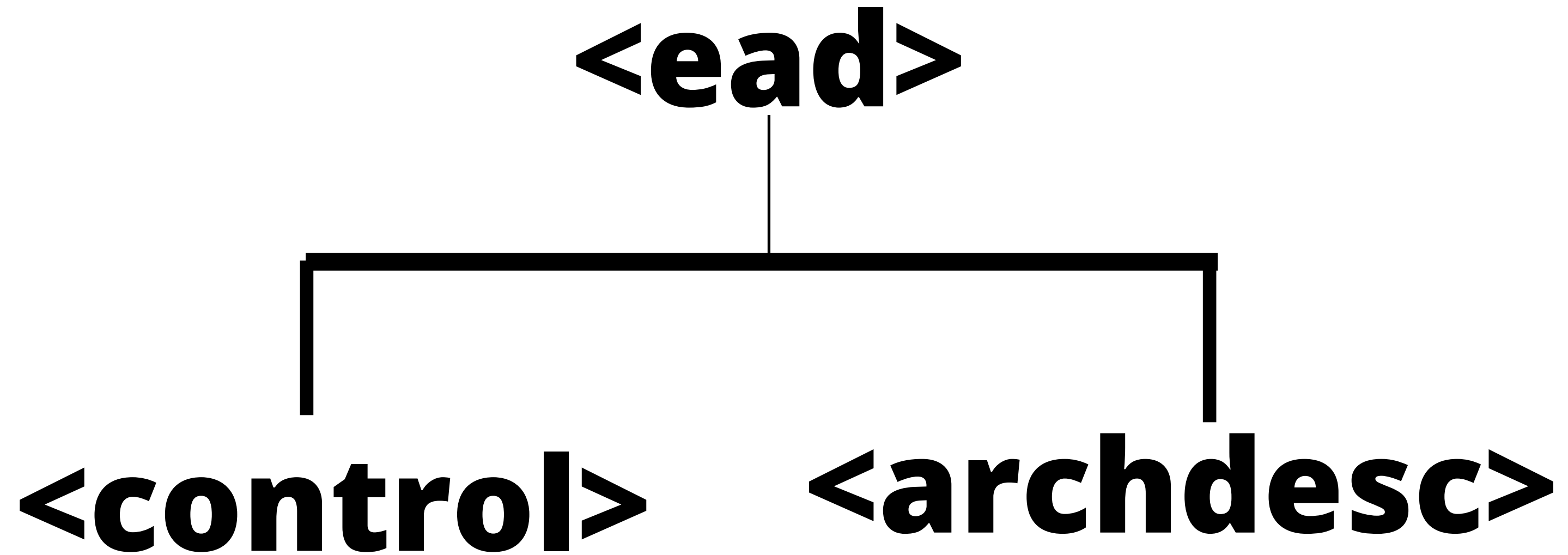




# EAD and its history

- **1990s:** EAD was first developed
- **1998:** The first official version of EAD was released
- **2002:** A revised version was released; addressed international concerns and eliminated some overstructure
- **2015:** EAD3 was released; the current version of the standard as of the recording of this primer in 2020

# EAD structure



# EAD high level elements

<ead> Root element

<control>: Information about the electronic file

<archdesc>: Archival description



# Within <archdesc>

<did>

<repository>

<corpname><part>EAD Example Library and Archives</part></corpname>

</repository>

<unittitle>Sophie Simmons-White papers</unittitle>

<origination label="creator">

<persname>

<part>Simmons White</part><part>Sophie</part><part>1807-1892</part>

</persname>

</origination>

<unitid>MS 15</unitid>

<unitdatestructured>

<daterange>

<fromdate standarddate="1810">1810</fromdate>

<todate standarddate="1892">1892</todate>

</daterange>

</unitdatestructured>

</did>

# Additional elements in the <archdesc>

## 24 available elements

<scopecontent>

<head>Scope and Contents/head>

<p>Contains the personal writings, correspondence, journals, and photographs of Sophie Simmons-White. Includes daguerreotype, carte-de-visite, and cabinet cards of Simmons-White. Topics include personal and family issues, Simmons-White's teaching career, as well as papers relating to her work in the suffrage movement in Vermont.</p>

</scopecontent>

<bioghist>

<head>Biographical Note</head>

<p>Sophie Simmons-White was born Sophie Simmons in Roxbury, Massachusetts, in 1807. She began teaching primary education at age eighteen and continued to teach after marrying Robert White in 1828. They relocated to Burlington, Vermont, in 1830, where Simmons-White lived for the remainder of her life. She became active in the women's voting rights movement in the early 1850s and wrote articles and pamphlets under the pseudonym Elliott Simmons up to her death.</p>

</bioghist>

# Additional elements in the <archdesc>

<accessrestrict>

<head>Restrictions on Access</head>

<p>Collection is open for research.</p>

</accessrestrict>

<userrestrict>

<head>Restrictions on Use</head>

<p>Some early letters are fragile; surrogates must be used.</p>

</userrestrict>

<acqinfo>

<head>Immediate Source of Acquisition</head>

<p>Gift of Eleanor White, 1978.</p>

</acqinfo>

<processinfo>

<head>Processing Note</head>

<p>Processed by Sam Smith, 2019.</p>

</processinfo>

<arrangement>

<head>Arrangement Note</head>

<p>Materials are arranged in original order.</p>

</arrangement>



# <dsc> :Description of subordinate components

```
<dsc dsctype="combined">
```

```
<head>Container List</head>
```

```
<c01 level="series">
```

```
<did>
```

```
<unittitle>Correspondence</unittitle>
```

```
<unitdate>1817-1982</unitdate>
```

```
<physdesc>10 linear feet (10 boxes)</physdesc>
```

```
</did>
```

```
<scopecontent>
```

```
<p>Contains Simmons-White's correspondence from her youth onwards. Topics include teaching and the education of girls, her personal relationships, and women's right to vote in the United States and abroad.</p>
```

```
</scopecontent>
```

```
<c02 level="subseries">
```

```
<did>
```

```
<unittitle>Childhood letters</unittitle>
```

```
<unitdate unitdatetype="inclusive">1817-1825</unitdate>
```

```
</did>
```

```
<scopecontent>
```

```
<p>Contains Simmons-White's correspondence from her youth.</p>
```

```
</scopecontent>
```

```
<c03>
```

```
<did>
```

```
<unitdate unitdatetype="inclusive">1817-1821</unitdate>
```

```
<container type="Box">1</container>
```

```
</did>
```

```
</c03>
```

```
<c03><did>
```

```
<unitdate unitdatetype="inclusive">1822-1825</unitdate>...
```

# <dsc> :Description of subordinate components

```
...<container type="Box">1</container>
</did>
</c03>
</c02>
<c02 level="subseries">
  <did>
    <unittitle>Courtship correspondence from Robert White</unittitle>
    <unitdate unitdatetype="inclusive">1825-1828</unitdate>
  </did>
  <scopecontent>
    <p>Contains Simmons-White's correspondence from Robert White during their courtship.</p>
  </scopecontent>
  <c03>
    <did>
      <unittitle>Valentine's cards</unittitle>
      <unitdate>1825-1828</unitdate>
      <container type="Box">1</container>
    </did>
  </co3>
  <c03>
    <did>
      <unittitle>Postcards</unittitle>
      <unitdate>1825-1828</unitdate>
      <container type="Box">1</container>
    </did>
    <scopecontent>
      <p>Contains postcards sent by Robert White during his studies in England.</p>
    </scopecontent></co3>
```

# Best practices

- A repository or consortium that implements EAD generally creates a set of protocols or encoding guidelines, where certain decisions are made and documented ahead of time
- The predictability of structured documents is what makes them easy to manipulate and therefore is the utility of structuring in the first place



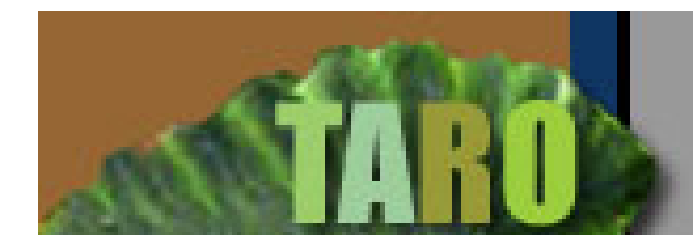
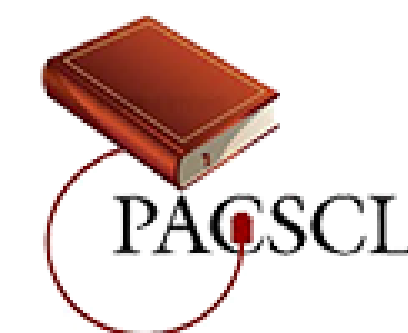
# Creating EAD documents

- Authored using an XML editor
- Generated through scripts from existing structured descriptions
- Generated through collection management systems designed to output EAD files

# Publishing EAD documents

- Use a stylesheet to transform the XML into browser-readable HTML displays
- Collection management systems can include a public interface that allows patrons to search and retrieve
- Use a purpose-built system

# Aggregators





# **EAC-CPF and its history**

- **2004:** Beta version was released
- **2006:** Working group was established to bring the standard to a full version
- **2010:** EAC-CPF was released
- **2011:** Accepted by the Society of American Archivists as a standard
- As of the recording of this video in 2020, it is under revision

# EAC-CPF structure

**<eac-cpf>**



**<control>**      **<cpfDescription>**

# EAC-CPF high level elements

<eac-cpf> Root element

<control>: Information about the electronic file

<cpfDescription>: Description of the corporate body, person, or family

# **<cpfDescription> structure**

**<cpfDescription>**



```
graph TD; A["<cpfDescription>"] --- B["<identity>"]; A --- C["<description>"]; A --- D["<relations>"]
```

**<identity>   <description>   <relations>**

# <identity>

- Required
- Contains information about the type of entity you are describing, identifiers for the entity, and name information
- May include authorized and variant names found in traditional authority records

```
<cpfDescription>
  <identity>
    <entityType>person</entityType>
    <nameEntry scriptCode="Latn" xml:lang="en">
      <part>Simmons-White</part>
      <part>Sophie</part>
      <part>1807-1892</part>
      <authorizedForm>Icnaf</authorizedForm>
    </nameEntry>
    <nameEntry localType="directOrder">
      <part>Sophie Simmons-White</part>
      <part>1807-1892</part>
    </nameEntry>
    <nameEntry>
      <part>Simmons, Sophie</part>
      <part>1807-1892</part>
      <alternativeForm>Icnaf</alternativeForm>
    </nameEntry>
  </identity>
</cpfDescription>
```



# <description>

- Includes both formal descriptive elements intended to be indexable and informal descriptive elements for narrative descriptive passages
- Covers dates of existence, functions or occupations, biographical or historical notes, places, and more

```
<description>
  <existDates>
    <dateRange>
      <fromDate standardDate="1807">1807</fromDate>
      <toDate standardDate="1892">1892</toDate>
    </dateRange>
  </existDates>
  <languagesUsed>
    <languageUsed>
      <language languageCode="eng">English</language>
      <script scriptCode="Latn">Latin</script>
    </languageUsed>
    <languageUsed>
      <language languageCode="ger">German</language>
      <script scriptCode="Latn">Latin</script>
    </languageUsed>
  </languagesUsed>
  <place>
    <placeRole>Residence</placeRole>
    <placeEntry vocabularySource="lcsh">Burlington (Vt)</placeEntry>
  </place>
  <biogHist>
    <p>Sophie Simmons-White was born Sophie Simmons in Roxbury,
    Massachusetts, in 1807...</p>
  </biogHist>
</description>
```

# <relations>

Establish structured information about relationships:

- Between the entity you are describing and other corporate bodies, persons, or families
- Between the entity you are describing and descriptions of related archival resources
- Between the entity you are describing and descriptions of relevant functions

```
<relations>
  <cpfRelation cpfRelationType="family">
    <relationEntry>White, Robert, 1810-1881</relationEntry>
  </cpfRelation>
  <resourceRelation>
    <relationEntry localType="title">Simmons-White, Sophie, 1807-
      1892. Sophie Simmons-White papers, 1824-1892: Finding Aid.
    </relationEntry>
  </resourceRelation>
</relations>
```

# **Why is <relations> important?**

These relationship descriptions can leverage the linking capabilities of the internet to make direct connections and help users navigate through the complex world that archival materials represent

# EAC-CPF initiatives

- Houghton Library and Beinecke Library: Connecting the Dots: Samuel Johnson and His Circle (2012)
- Social Networks and Archival Context (SNAC)
- Archives Portal Europe

The composite image displays three digital initiatives related to archival research and social networks:

- Network Graph:** A circular network graph with Frederick Douglass at the center. Other nodes include Emerson, Ralph Waldo, 1803-1882; Phillips, Wendell, 1811-1884; Stanton, Edwin McMasters, 1814-1869; Sumner, Charles, 1811-1874; Saint-Gaudens, Augustus, 1848-1907; Mencken, H.L.; Dumas; Hoar, George Frisbie, 1824-1892; Curtis, George William, 1824-1892; Hawthorne, Nathaniel, 1804-1864; Booth, Edwin, 1833-1893; Harrison, Benjamin, 1833-1901; Villard, Oswald Garrison, 1872-1949; Longfellow, Henry Wadsworth, 1807-1882; and Emerson, Ralph Waldo, 1803-1882.
- SNAC Profile:** A screenshot of the SNAC (Social Networks and Archival Context) profile for Frederick Douglass, 1818-1895. The profile includes a biography, resources, relationships, places, subjects, occupations, and functions. It also features a portrait of Douglass and a "Person" section with birth and death dates, nationality, and languages used.
- Archives Portal Europe:** A screenshot of the Archives Portal Europe website, showing the profile for Daniel Cordier (1920-....). The profile includes a biography, a list of works, and a section for "BIOGRAPHY".

# EAD and EAC-CPF maintenance

- Both are maintained by the Technical Subcommittee for Encoded Archival Standards
- For information about EAD, see <https://www.loc.gov/ead/>
- For more information about EAC-CPF, see <https://eac.staatsbibliothek-berlin.de/>
- See this tutorial to learn how to report bugs you find in EAD and EAC-CPF



# EAD and EAC-CPF resources

- SAA Encoded Archival Standards Section provides resources about EAD and EAC-CPF
- See the SAA Standards Portal for more information about these and other standards

**Thank you for watching**  
this primer on encoded archival standards!

Please see the video notes for links to resources



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